

Department of the Treasury



E-Government Act Report Fiscal Year 2008

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1 EXECUTIVE SUMMARY

The E-Government Act of 2002 (Pub. L. No. 107-347) (Act) requires Agencies to report annually on their progress in implementing provisions of the Act. The Act enables Agencies to expand web and computer resources in delivering and improving Government services to the citizen. This report is the Department of the Treasury's Fiscal Year (FY) 2008 submission and represents its progress to date.

Section 1 of this report provides an overview of the Modernized Electronic File (MeF), e-Filing platform. MeF provides a web-based conduit by which Corporate, Excise, Exempt Organizations (non-profit), and Partnerships tax returns are electronically filed via the Internet. MeF's web-based presentation to Taxpayers has transformed how IRS completes its tax processing and compliance functions and exemplifies many of the E-Gov Act's best attributes including delivering services to citizens electronically, reducing burden on citizens and business, and brings about improvements in Government operations that improve effectiveness, efficiency, service quality, and transformation.

Section 2 of this report addresses Treasury's Information Resources Management initiatives and how the Department provides the citizen with relevant information on its mission related activities. Contained within this section the reader will find links to the Departments Information Resource Management Plan, a schedule for posting of web content and a comment form, a link to the Department's Freedom of Information Act (FOIA) handbook and principle FOIA web page. In the August 2008 Brookings report titled "State and Federal Electronic Government in the United States, 2008," Treasury received ninth place ranking (out of 48) federal websites. The study evaluated the presence of a number of different features, such as online publications, online databases, and disability access.

2 SECTION 1 – IMPLEMENTATION OF ELECTRONIC GOVERNMENT INITIATIVES

Describe the initiative, the methodology for identification of the initiative, and how the initiative is transforming agency operations:

Modernized Electronic File (MeF) is the Internal Revenue Service's (IRS) e-Filing platform. MeF provides a web-based conduit by which Corporate, Excise, Exempt Organizations (non-profit), and Partnerships tax returns can be filed electronically via the Internet. MeF's web-based presentation to Taxpayers has transformed how IRS completes its tax processing and compliance functions.

MeF was selected based on the following criteria of the E-Gov Act 2002:

- Delivers services and information to citizen electronically
- Reduces burden on citizens and businesses
- Part of the modernization blueprint
- Ensures interoperability of systems; and
- Brings about improvements in Government operations that may include effectiveness, efficiency, service quality or transformation.

MeF allows Corporate (1120), Exempt Organizations (990), Partnerships (1065) and Excise Tax (Forms 2290, 8849 & 720) tax returns to be filed electronically, thereby, delivering services and information to citizens electronically as required by the E-Gov Act. Electronic filing eliminates the need to send paper documents to processing centers as well as the need to match the paper documents with an electronically filed return. Additionally, MeF provides business taxpayers the opportunity to meet their state filing obligation by filing their state return with their Federal return. Corporate organizational charts and other Taxpayer specific documentation that must be submitted with the tax return can be scanned and attached to the electronic return. This eliminates the need for Taxpayers to send documents to the IRS via paper, reducing time and storage costs.

MeF's e-Filing platform improves the capability for performing tax compliance reviews and audits by making the complete e-Filed return available to the auditor in the field promptly, regardless of geographical location. MeF enhances the capability to select and classify returns, which helps ensure that the appropriate returns are selected for audit based on audit criteria.

In Fiscal Year (FY) 2007, the IRS implemented a legislatively mandated Department of Transportation (DOT) initiative to allow the heavy vehicle trucking industry to electronically file excise tax-related returns. In collaboration with the DOT, the IRS developed and delivered software to receive and process three specific excise tax forms. Excise tax returns processed by MeF return to the Taxpayer a watermarked

proof of payment document (secure validation). This document can be taken by the Taxpayer to their state motor vehicle agency for registration. Prior to MeF, the turnaround time for the Taxpayer to receive this proof of payment document was two to four weeks.

MeF provides two notifications to the Taxpayer on the status of their return. The first notification, known as the receipt, is sent to the Taxpayer within minutes of the IRS receiving the tax return. The IRS provides the second notification, known as the acknowledgement, within 24 hours of receiving the tax return. The acknowledgement confirms that the IRS has successfully processed the return or has sent back the return due to error. In summary, MeF provides the following benefits:

- Speeds turnaround of tax return submissions (acknowledgements)
- Eliminates barriers that have inhibited the growth of electronic filing
- Uses the latest secure Internet technology
- Reduces errors over paper submission
- Reduces costs for the Taxpayers and the IRS

Explain how your agency maintains an ongoing dialogue with interested parties to find innovative ways to use information technology for the initiative:

Through outreach sessions, technical seminars, and working level meetings, partnerships with industry, Federal, State and local agencies have helped set the direction for e-Filing.

Currently, twenty (20) software development firms, including a number of the biggest tax preparation software development companies, are registered to support e-filing with the IRS. These firms, along with a number of large corporations, submit returns to the MeF system. Fifteen states have signed memoranda of agreement with the IRS to participate in the Federal/State e-Filing Program under MeF. This collaborative program allows Taxpayers to use MeF to file their state tax returns with, or after their Federal return has been submitted to the IRS.

Identify external partners (e.g., Federal, State or local agencies, industry) who collaborate with your agency on the initiative:

The MeF project team has formed strategic alliances with a number of professional organizations and tax practitioners. Through outreach sessions, technical seminars, and working level meetings, these partnerships have helped set the direction for e-Filing.

These organizations include:

- Federation of Tax Administrators (FTA),
- American Institute of Certified Public Accountants (AICPA),
- National Association of Computerized Tax Processors (NACTP),

- Council for Electronic Revenue Communication Advancement (CERCA) and
- Tax Information Group for Electronic Data Interchange (EDI) Requirements Standardization (TIGERS).

MeF has established partnerships with other Federal/State and local agencies through Memorandum of Agreements (MOA).

Identify improved performance (e.g., outcome measures) by tracking performance measures supporting agency objectives and strategic goals:

MeF's outcome measures directly support the Department of the Treasury's Strategic Goal to achieve "Management and Organizational Excellence." The outcomes of this strategic goal are "exceptional accountability and transparency" and a "citizen-centered, results-oriented, and strategically aligned organization." Since the inception of MeF in 2003, IRS has developed and continued to refine measures to track and report performance and benefits of MeF. An electronically filed tax return costs \$1.64 less to process than a paper filed return. Since 2003, MeF has received over 7.5 million Corporate, Excise, Exempt Organization, and Partnership tax returns and successfully processed over 6.5 million returns, reducing the cost to process these returns by over \$10 million. Since MeF was implemented, electronic filing by the Corporate, Excise, Exempt Organization and Partnership taxpayer population supported by MeF has significantly increased. So far in 2008, MeF has experienced a 38% increase in accepted returns as compared to this same time last year. The extensive error checking and data validation processes afforded by MeF have reduced the error rate associated with processing tax returns. The IRS error rate goal for e-Filing of less than 10% is being met by both the e-Filing of corporate returns (7%), non-profit returns (2%) and partnership returns (<1%). (Data not yet available for Excise tax returns.)

Quantify the cost savings and cost avoidance achieved through implementing the initiative (e.g., by reducing or eliminating other investments in information technology):

MeF is expected to return nearly \$2.9 billion in benefits through its life cycle. Every return received electronically and processed saves the IRS \$1.64 per return. Across all return types, electronically filed returns have a less than one percent (<1%) error rate compared to a five percent (5%) error rate for paper filed returns. A reduction in errors speeds processing time and decreases necessary interaction between the IRS and the Taxpayer.

MeF reduces the volume of paper tax returns which must be kept in storage facilities for record retention purposes. The continued incorporation of additional forms and schedules onto the MeF platform will allow the IRS to retire the legacy e-File applications in FY 2015, saving more than \$8 million a year in operating and maintenance costs.

Explain how this initiative ensures the availability of Government information and services for those without access to the Internet and for those with disabilities:

MeF provides a means for Corporate, Excise, Exempt Organization, and Partnership filers to transmit their returns to the IRS electronically. Typically, these returns are prepared and submitted by third-party or professional preparers. The option of filing a paper return, provided, the entity is not a mandated corporation, non-profit, or partnership organization, will remain available to the Taxpayer. The MeF application is compliant with Section 508 for usage by Taxpayers with disabilities. Taxpayers with disabilities can continue to file their return via paper if necessitated by their disability.

Explain how the project applies effective capital planning and investment control procedures:

This investment adheres to Treasury and IRS Capital Planning and Investment Control (CPIC) policies and process for major investments. This includes Pre-Select, Select, Control, and Evaluate; CPIC governance; E-Gov/President's Management Agenda Scorecard guidance; Baseline Change Request guidance; Earned Value Management guidance; and is supported by available training by CPIC and subject matter experts (e.g., Exhibit 300 and ProSight training).

According to MeF's current investment control scorecard, the investment is within cost, schedule, and performance variance thresholds. However, when variances are present the investment is expected to provide a corrective action plan as is IRS policy.

Describe the established business process your agency has in place for the continued ongoing process of identification of initiatives.

The IRS uses the Modernization Vision and Strategy (MV&S) process to continually identify initiatives for review, prioritization and preparing proposed IT projects for funding approval through the IRS robust governance process. The MV&S, CPIC and Governance processes provide IRS a means by which initiatives are identified and effectively managed.

3 SECTION 2 – AGENCY INFORMATION MANAGEMENT ACTIVITIES

Your agency's IRM Strategic Plan and EA Transition Plan

Department of the Treasury's IRM Strategic Plan: <http://www.treas.gov/offices/cio/egov/>.

The Department is revising the IRM plan for Fiscal Year 2009 and will post the revised plan to the public website when it is finalized.

The Department of Treasury's EA Transition plan contains pre-decisional information and is not posted on its public website. Please contact the OMB EA office to review a copy.

Final determinations, priorities, and schedules. Also include your agency's information dissemination product catalogs, directories, inventories, and any other management tools used to improve the dissemination of and access to your agency's information by the public:

The Department examines citizen feedback through emails and analyzes responses to customer satisfaction survey questions to determine what information, if any, is missing from the public website. Treasury also reviews search engine metrics to determine most frequently searched words and phrases. The Department prioritizes and categorizes information, which is then published on the website via press releases and updated content pages. Treasury first published its web policy, including schedules and priorities for public comment on December 15, 2004. All Treasury bureaus posted web content priorities and schedules on their Internet sites. A schedule for posting of web content and a comment form are available on the Department's principal public website at <http://www.treas.gov/offices/cio/web-inventory.shtml>. Please see Attachment A to view this schedule.

Treasury replaced the hosted public facing search engine with an industry standard search engine, a Google search appliance. Search results are displayed in order of relevancy and response times are equivalent to industry best practices. Three Treasury bureaus share the appliance with Treas.Gov. Currently, all Treasury bureaus have search engines with response times equivalent to industry best practices and which sort by relevance. In August 2008, the Brookings report titled "State and Federal Electronic Government in the United States, 2008" scored treas.gov as ninth place (out of 48) federal websites evaluated in the study. The study evaluated the presence of a number of different features, such as online publications, online databases, and disability access.

TreasGov also enables customers to subscribe to receive email alerts when information is added or updated. (GovDelivery) After subscribing to information on TreasGov, subscribers are presented with information from Treasury bureaus to which they can also subscribe. Press Releases and several other types of information are also available via RSS feeds.

Freedom of Information Act (FOIA) handbook, the link to the agency's primary FOIA website, and the website link where frequent requests for records are made available to the public:

Department of the Treasury's Freedom of Information Act (FOIA) handbook:
<http://www.treas.gov/foia/reading-room/handbook.pdf>

Department of the Treasury's primary FOIA website:
<http://www.treas.gov/foia>

Department of the Treasury's link to website for frequently requested records:
<http://www.treas.gov/foia/reading-room/index.htm>

An inventory of formal agency agreements (e.g., contracts, memoranda of understanding, partnerships) with external entities (e.g., State and local governments, public libraries, industry and commercial search engines) complementing your agency's information dissemination program, with a brief explanation of how each agreement improves the access to and dissemination of governmental information to the public.

The Department's computer matching agreements (CMA) focus on the safeguarding of an individual's personal information or the disclosure/receipt of records for individuals (receiving a benefit, recouping payments, or owing a debt). The CMAs are based on Computer Matching and Privacy Protection Act/Privacy Act which prevents disclosure of information in identifiable form to the public. The table below includes the Department's CMAs.

**Department of the Treasury
 Computer Matching Agreements**
(As of August 2008)

REPORTING AGENCY	TITLE OF MATCH	MATCHING AGENCY	PURPOSE	CATEGORY (NEW, RENEWAL, EXTENSION)
Internal Revenue Service (IRS)	Disclosure of Information to Federal, State, and Local Agencies (DIFSLA)	State Agencies (AK, AL, AR, AZ, CT, DC, DE, FL, HI, IA, ID, IN, KY, MA, MD, MI, MO, MT, NC, ND, NE, and others)	IRS agrees to disclose certain return information for use in verifying eligibility for, and/or the correct amount of, benefits for individuals applying for or receiving certain benefit payments.	New (July 1, 2008 to December 31, 2009)
Internal Revenue Service (IRS)	Disclosure of Information to Federal, State, and Local Agencies (DIFSLA)	Federal Agencies (Social Security Administration and Department of Veterans Affairs)	IRS agrees to disclose certain return information for use in verifying eligibility for, and/or the correct amount of, benefits for individuals applying for or receiving certain benefit payments.	New (July 1, 2008 to December 31, 2009)
Bureau of the Public Debt (BPD)	BPD matching program with the SSA	Social Security Administration (SSA)	BPD agrees to disclose information necessary to verify an individuals' self-certification of eligibility for prescription drug subsidy assistance under Public Law 108-173.	Extension (December 26, 2007 to December 26, 2008)

REPORTING AGENCY	TITLE OF MATCH	MATCHING AGENCY	PURPOSE	CATEGORY (NEW, RENEWAL, EXTENSION)
Internal Revenue Service (IRS)	TIGTA matching program with the IRS	Treasury Inspector General for Tax Administration (TIGTA)	To set forth the terms under which TIGTA will match IRS computerized data to detect fraud, waste and abuse concerning activities of the IRS and related entities.	Extension (September 1, 2008 to August 31, 2009)
Internal Revenue Service (IRS)	IRS Telecommunications Asset Tool (TAT)	Internal Revenue Service (IRS)	IRS Telecommunications Division Waste, Fraud, and Abuse initiative to automatically match long distance telephone and calling card call detail records/data to employee making the call(s) and match to the manager of that respective employee by using TAT.	New (March 1, 2007 to August 31, 2008)
Internal Revenue Service (IRS)	Medicare Part B Premium Subsidy Adjustment Program (IRS Project 693)	Social Security Administration (SSA)	To set forth the terms under which the IRS agrees to disclose to SSA certain return information for the purpose of establishing the correct amount of Medicare Part B Premium.	New (March 27, 2007 to September 27, 2008)
Internal Revenue Service (IRS)	Taxpayer Address Request Program (IRS Project 057)	Department of Education (DOE)	To set forth the terms under which the IRS agrees to disclose to DOE computerized data to determine the current address of individuals who have defaulted on student loans.	New (April 17, 2007 to October 17, 2008)
Internal Revenue Service (IRS)	Prescription Drug Subsidy Program (IRS Project 692)	Social Security Administration (SSA)	To set forth the terms under which the IRS will disclose to SSA certain return information for use in verifying eligibility for, and/or the correct amount of, benefits provided under the Social Security Act.	New (October 1, 2007 to March 31, 2009)
Bureau of the Public Debt (BPD)	BPD matching program with the SSA (Program 1304)	Social Security Administration (SSA)	To set forth the terms under which BPD agrees to disclose to SSA information to verify an individual's self-certification of eligibility for prescription drug subsidy assistance under Public Law 108-173, the Medicare Prescription Drug, Improvement and Modernization Act of 2003 (MMA).	Extension (October 1, 2007 to September 30, 2008)
Internal Revenue Service (IRS)	Taxpayer Address Request (TAR) Program	Department of Justice (DOJ)	To set forth the terms under which IRS agrees to provide DOJ with the mailing addresses of taxpayers to assist the DOJ in its effort to collect or to compromise debts owed by the taxpayers to the United States.	Extension (June 7, 2008 to June 6, 2009)

An inventory that describes your agency’s NARA-approved records schedules(s) or the link to the publicly-posted records schedules, and a brief explanation of your agency’s progress to implement NARA Bulletin 2006-02. For the brief explanation please report the number of systems for which a record schedule was submitted to NARA in FY 2007 and the number of systems still requiring records schedules:

For the last several years, Treasury has focused on scheduling its electronic systems. Staff partnered with National Archives and Records Administration (NARA) under the *Targeted Assistance Program* and obtained contractor support to assist bureaus and offices in their records scheduling activities. Two bureaus, the Bureau of Engraving and Printing and Bureau of the Public Debt, have scheduled all of their systems. The Office of Thrift Supervision currently has contractors on-site developing inventories of both paper and electronic records as well as developing file plans and identifying vital records. The Financial Management Service completed scheduling activities for some of its systems; however, because the records in the systems involve litigation, NARA will not approve the schedules until the case is resolved.

The Financial Management Service also initiated an IDMS-RM project. This purpose of this project is to implement a records management application to an existing repository serving 17-21 applications. The Financial Crimes Enforcement Network implemented a mandatory on-line records management training module.

The table below illustrates the Department’s system scheduling information:

Department of the Treasury			
Bureau/Office	Number of System Schedules Submitted in FY 2008	Number of Systems Requiring Records Schedules	Remarks
Alcohol and Tobacco Tax and Trade Bureau	0	17	Will schedule by September 2009
Bureau of Engraving and Printing	0	0	All systems scheduled in the approved NARA schedules
Bureau of Public Debt	0	0	All systems scheduled in the approved NARA schedules
Departmental Offices <i>(includes Office of Inspector General, Treasury Inspector General for Tax Administration,, and Community</i>	14	9	100% of all major systems have been submitted to NARA for approval

Development

Financial Institutions

Fund)

Financial Crimes and Enforcement Network	1	1	Most systems are covered under the comprehensive schedule
Financial Management Service	0	40	7 system schedules related to litigation are pending approval at NARA
Internal Revenue Service	12	17	Some legacy systems will be replaced in FY 2008/09; new systems will be scheduled
Office of the Comptroller of the Currency	7	4	Systems also covered in the comprehensive schedule; 2 system schedules are in draft
Office of Thrift Supervision	0	14	Working with NARA appraisal archivist
U. S. Mint	0	7	Will schedule by September 2009

Alcohol and Tobacco Tax and Trade Bureau

Authority

NC1-436-80-2	Headquarters Operations General Administrative Management Files
NC1-436-80-2	Working Papers
N1-436-00-2	Training Text and Instructor Guide
N1-436-00-2	General Training File
NC1-436-80-2	Correspondence Relating to Statistical Data
NC1-436-80-2	Statistical Mailing Lists
NC1-436-80-2	Vital Records
NC1-436-80-2	Budget Policy Files
NC1-436-80-2	Budget Estimates and Justification Files
NC1-436-80-2	Time and Attendance (T&A) Records
NC1-436-80-2	Time and Attendance Logs
NC1-436-80-2	Forms Case Files
NC1-436-80-2	Congressional Correspondence File
N1-436-86-2	Plans, Progress, Problems Report

NC1-436-80-2	Office of Chief Counsel Administrative Files
NC1-436-89-1	Records of Chief Counsel's Opinions
NC1-436-80-2	Closed Legal Case Files
NC1-436-80-2	Closed Litigation Case Files Without Precedential Value
NC1-436-80-2	Closed Civil Litigation Case Files
NC1-436-80-2	Closed Legal Files Relating to Administrative Act
NC1-436-80-2	Closed Legal Files
NC1-436-80-2	Closed Legal Case Files
NC1-436-77-4	REGIONAL COUNSEL Closed Legal Files
NC1-436-77-4	REGIONAL COUNSEL Internal Control Records
NC1-436-77-4	REGIONAL COUNSEL Reports
NC1-436-80-2	OFFICE OF INSPECTION General Subject Files
NC1-436-80-2	Correspondence of a Routine Nature
NC1-436-80-2	Reports of Operations Review
NC1-436-80-2	Workpapers prepared in connection with operations review
NC1-436-80-2	Files Relating to Reviews by GAO and GAO Reports
NC1-436-80-2	Working Papers Prepared in Audits
NC1-436-80-2	Reference Files
NC1-436-83-2	Investigative Report Files
NC1-436-83-2	Investigative Report Files
N1-436-96-2	Press Releases; Biographies of Major Bureau Personnel
N1-436-86-2	Chemists' Analysis Reports
NC1-436-77-2	Formulas for Articles Made With Specially Denatured Alcohol or Rum
NC1-436-77-2	Chemists' Record Books
N1-436-86-2	Card Records of Analysis
NC1-436-77-2	Requests for Sample Analysis
N1-436-86-2	Sample Index Books
N1-436-86-2	Laboratory Correspondence (Technical)
NC1-436-80-2	Articles Made From Specially Denatured Spirits Files
NC1-436-80-2	Formula and Process for Nonbeverage Product
N1-436-86-2	Report of Laboratory Examination
NC1-436-80-2	Latent Identification Records File
NC1-436-80-2	Divisional Monthly Operations Report
NC1-436-80-2	Periodic Narrative Reports
NC1-436-80-2	Background Material Relating to Regulations, ATF Directives, and Other Issuances
NC1-436-80-2	Assignment Control Tracking Records
N1-436-90-3	Tobacco and Alcohol Program Files
NC1-436-80-2	Transitory Correspondence Files
NC1-436-80-2	General Correspondence Files and Indexes Thereto
NC1-436-80-2	Alcohol and Tobacco Historical Files
NC1-436-80-2	Consolidated Reports of Inspection Activities
NC1-436-80-2	Annual Statistical Reports
NC1-436-80-2	Annual Report of Spirits in Warehouses
NC1-436-80-2	Monthly Reports of Operations
NC1-436-80-2	Statistical Posting Books

NC1-436-80-2	Offers in Compromise File
NC1-436-80-2	Revenue Producing Establishment Files
NC1-436-80-2	Lists of Industry Establishments
NC1-436-80-2	Source Material for Lists of Industry Establishments
NC1-436-80-2	Establishment Lists Correspondence
NC1-436-80-2	Revenue and ATF Rulings, Revenue and ATF Procedures, and Announcements
NC1-436-80-2	Revenue and ATF Rulings and ATF Procedures Control Record
NC1-436-80-2	Background Material Relating to Regulations, ATF Directives, and Other Issuances
N1-436-86-2	Closed Study Files
NC1-436-80-2	Label Applications
NC1-436-80-2	Label Correspondence
NC1-436-80-2	Advertising Copy Files
NC1-436-80-2	Interlocking Directorates Files
NC1-436-80-2	Tobacco Products Sample Logs
NC1-436-80-2	Permit Index Card Files
NC1-436-86-2	Enrollment to Practice Before ATF
NC1-436-80-2	Distinctive Marks on Tobacco Packages
NC1-436-80-2	United States Tax-Free Alcohol Permits
NC1-436-80-2	United States Specially Denatured Spirits Permits. Record of Bottle Manufacturers. Bottle Manufacturer Correspondence. Control Card Record of Essences Covered by Wine and Rectified Products Formulas. Pilot Operations Files
N1-436-86-2	Card Index of Closed Studies
N1-436-95-1	Automated Information System Certificate of Label Approval
N1-436-95-3	Automated Information System Leads, Investigations, and Cases
N1-436-97-2	Special Occupational Tax System (SOT)
N1-436-97-2	Federal Excise Tax (FET)
N1-436-95-2	Industry Statistics System
NC1-436-75-2	Field Operations Routine Correspondence Files
NC1-436-80-2	Monthly and Other Periodic Reports (Field Operations)
NC1-436-80-2	Field Operations Monthly Reports of Operations. Periodic Narrative Reports. Offers in Compromise File
NC1-436-76-2	Field Office General Administrative Management Files. Periodic Recurring Reports. Issuances From Headquarter Operations. Personal Property Records
NC1-436-80-3	Field Offices Time and Attendance Logs
NC1-436-77-2	Federal Alcohol Administration Basic Permit Files
NC1-436-77-2	Notice and Application Files
NC1-436-77-2	Internal Revenue Code Permit Files
NC1-436-77-2	Corporate Documents Files. Plats and Plans Files. Bonds and Consents Files. Prejudice Information Case Files
NC1-436-77-2	Inspection Report Files. Operating Documents Files. Assessment Files (Liquor and Tobacco). Formulas and Processes Files. Permit Correspondence Files (Liquors and Tobacco). Audit Correspondence Files (Liquors and Tobacco). Samples for Testing.

	Un-subdivided Basic Files. Operating Reports (Liquors) Other than Wholesalers' and Importers' Reports. Daily Reports and Individual Transaction Reports (Liquors). Inventories and Reports (Tobacco). Individual Transaction Forms (Tobacco). Control Copies of Transaction Forms, Notices, or Commercial Papers (Liquors and Tobacco). Tax Returns.
NI-436-88-1	Claims (Liquors, Tobacco. and Firearms)
NCI-436-77-2	Transaction Forms in Support of Export Claims with Benefit of Drawback (Liquors). Records of Errors or Discrepancies Not Resulting in Tax Adjustment, Claim, or Assessment (Liquors and Tobacco). Correspondence with District Directors or IRS Service Center. Correspondence with Headquarters Operations. Interregional Correspondence. Nonbeverage Drawback Formulas and Bonds. Export Document Records, Transaction Forms (Withdrawals Without Payment of Tax, Liquors and Tobacco). Export Bonds and Consents (Withdrawals Without Payment of Tax). Export Bonds and Consents (Withdrawals with Benefit of Drawback). Files of Stills Removed to Nonregistrants
NI-436-90-1	Specially Denatured Spirits Sample Permits
NI-436-86-2	Statement of Adjustment to the Puerto Rican or Virgin Island Tax Account
NCI-436-77-2	Nonpermittee Applications and Authorizations (Liquors). Still Wines Used in Manufacture of Vinegar. Distinctive Container Records. Historical Permit File Index Card (Liquors and Tobacco). Permit File Index Card. Record Card>Returns, Bonds and Application Record (Liquors and Tobacco). Bond (Card Index). Register of Applicants for Basic Permits (Liquors). Record and Receipt of Inventories and Reports (Liquor and Tobacco). Record Card (Report, Receipt, Withdrawal Allowances, Bonds, Approved Uses Record). Record Card (Bonded Wine Cellar Bond Account). Record Cards (Account of Liquor Withdrawn for Exportation). Nonbeverage Drawback Record. Tax Control Cards. Claims Record. Record of Offer in Compromise. Record of Prepayment Tax Returns. Analysis and Control Report Files. Records of Lock, Seals, and Gauging Instruments. Abstract and Statement (For Public Inspection). Retail Liquor Dealer Records. Disapproved Change Applications. Administrative and Support CFO File
NI-436-86-2	Control Record of Tax Liability
NI-436-90-1	Special Tax Record. Establishment Files (Liquor Bottles). SDA Record Cards. Analyst Staff Assignment Files
NI-436-86-2	Emergency Relocation Records
NCI-436-81-1	Regulatory Information Management System (RIMS) Activity Reports. Auditors' Monthly Activity Reports. Audit Work Papers
NCI-436-77-2	Control Copies and Suspense File of Miscellaneous Documents (Alcohol and Tobacco). Periodic Records and Reports. Statistical Reports Files

N1-436-94-2	Taxpayer Record Files
N1-436-94-2	Enforced Collection Forms
NC1-436-77-2	Area Office Records of Inspection Assignments and Reports
NC1-436-77-2	Area Office Assignment and Report of Inspection
NC1-436-77-2	Plant Profiles
NC1-436-77-2	Administrative and Support Files
NC1-436-77-2	Field Officers' Monthly Activity Report
NC1-436-77-2	Plant Data Files

Departmental Offices

(includes Office of Inspector General, Treasury Inspector General for Tax Inspector General, and Community Development Financial Institutions Fund Records)

Authority

N1-056-00-2	IG Program and Investigative Files
N1-056-02-3	Office of the Secretary, Chief of Staff Executive Secretary Director, Scheduling Office and Deputy Secretary
N1-056-01-9	Office of Public Affairs
N1-056-03-5	Office of the Treasurer
N1-056-03-7	Office of Public Affairs – Photo Lab
N1-056-03-6	Assistant Secretary, Legislative Affairs
N1-056-03-10	Departmental Offices, Records Common to Most Departmental Offices
N1-056-03-2	Community Development Financial Institutions
N1-056-03-9	Office of the Assistant Secretary, Domestic Finance Air Transportation Stabilization Board
N1-056-01-08	Treasury Inspector General for Tax Administration Chief Counsel
N1-056-01-06	Treasury Inspector General for Tax Administration Assistant Inspector General for Management Services
N1-056-01-5	Treasury Inspector General for Tax Administration Assistant Inspector General for Management Services (formerly N1-58-87-7)
N1-056-08-1	Treasury Inspector General for Tax Administration Assistant Inspector General Audit/Investigation
N1-056-08-2	Treasury Inspector General for Tax Administration Office of Investigation
N1-056-00-3	Under Secretary, Domestic Finance Assistant Secretary, Financial Institutions
N1-056-03-4	Assistant Secretary, Management and CFO Office of DC Pension
N1-056-02-4	Under Secretary for Enforcement Office of Foreign Asset Control
N1-056-00-1	Financial Crimes Enforcement Case Files Change
N1-056-95-03	Office of AS, Enforcement Office of DAS, Regulatory, Tariff and Trade Enforcement
N1-056-95-02	Office of the Assistant Secretary International Affairs

	Office of DAS for Technical Assistance
N1-056-95-04	Thrift Depositor Protection Oversight Board
N1-056-95-01	Office of the General Counsel (Revisions)
N1-056-94-01	Under Secretary, Domestic Finance
	Office of Federal Financing Bank
N1-056-92-01	Office of Synthetic Fuels
N1-056-91-03	Department of Treasury
	Energy Policy Group
N1-056-91-01	Office of Law Enforcement Coordination
N1-056-90-9	Division of Research and Statistics
N1-056-90-8	Office of General Counsel
N1-056-90-7	Office of Employment Policy Officer
N1-056-90-6	Office of Law Enforcement
	DAS (Law Enforcement)
N1-056-90-5	Office of the Secretary
	Office of Tax Policy
	Tax Legislative Council
N1-056-90-4	Office of the Secretary
	Office of the Fiscal Assistant Secretary
N1-056-90-1	Deputy Assistant Secretary for Information Services
	Office of Information Resources Management
N1-056-89-6	AS for Economic Policy
N1-056-89-5	Office of Administration
N1-056-89-4	Reconstruction Finance Corporation
N1-056-89-3	U.S. Savings Bond Division
N1-056-89-2	Office of the Field Director of the War Finance Division
N1-056-89-1	Office of the Director of Publicity of the War Loan Org
N1-056-88-2	Office of the Secretary, Office of Tax Policy
N1-056-87-1	Office of the Secretary, Office of Tax Policy
N1-056-86-6	Office of the Secretary, Financial Management Division
N1-056-86-5	Office of the Secretary, Administrative Operations Division
NI -056-86-4	AS for Domestic Finance, Office of Revenue Sharing
N1-056-86-3	AS for International Affairs
N -056-86-2	Office of the Secretary, Office of the National Advisory Council
N1-056-86-1	US Savings Bond Division
N1-056-85-2	Office of the Fiscal Assistant Secretary
N1-056-85-1	AS International Affairs, National Advisory Council
N1-056-84-3	US Savings Bond Division
N1-056-84-2	AS Domestic Finance
NC1-056-84-1	U.S. Savings Bond Division
NCI-056-83-2	U.S. Savings Bonds Division
NC1-056-83-1	Office of Administrative Programs
NC1-056-82-4	Office of Personnel
NC1-056-80-2	Office of the Assistant Secretary, International Affairs
NCI-056-80-1	Office of the Assistant Secretary, Enforcement and Operations
NCI-056-79-11	Office of the National Advisory Council
NC1-056-79-8	Assistant Secretary, Economic Policy

NC1-056-79-7	Office of Tax Analysis
NC1-056-79-6	Emergency Loan Guarantee Board
NC1-056-79-3	Assistant Secretary, Economic Policy
NC1-056-79-1	Office of Inspector General
NC1-056-78-7	Under Secretary (Law enforcement, administrative management, currency manufacturing)
NC1-056-78-6	Office of General Counsel
NC1-056-78-5	Office of the Under Secretary, Monetary Affairs
NC1-056-78-4	Office of Intelligence Support
NC1-056-02-2	Federal Law Enforcement Training Center
NC1-056-03-5	Office of the Treasurer of the United States
NC1-056-77-3	DAS, Research; Office of Data Services
NC1-056-76-6	AS, Enforcement, Operations & Tariff Affairs
NC1-056-76-5	Foreign Portfolio Investment Study Project
NC1-056-76-4	Office of General Counsel
N1-056-01-7	Under Secretary for Enforcement
N1-056-03-11	Office of Foreign Assets Control
N1-056-03-8	Office of Sallie Mae Oversight (Domestic Finance)
N1-056-03-9	Air Transportation Stabilization Board (ATSB) (Domestic Finance)
N1-056-04-3	Office of the Secretary (IRS Oversight Board)
N1-056-05-2	Treasury Inspector General for Tax Administration Chief Counsel
N1-056-07-1	Office of General Counsel (911 Commission)
N1-056-01-2	Office of Information Technology Policy and Strategy (Y2K)

Bureau of Engraving and Printing

Authority

N1/318/04/1	BEP Strategic Planning
N1/318/04/2	BEP Information Technology Operations, Services and Records
N1/318/04/3	Legal Records
N1/318/04/4	Budget Formulation
N1/318/04/5	Securities Technology Research and Testing
N1/318/06/1	Securities Technology Research and Testing
N1/318/04/6	Personnel Management and Labor Relation
N1/318/04/7	Administrative Programs and Services
N1/318/04/8	Security Systems and Services
N1/318/04/9	Procurement Records
N1/318/04/10	Financial Management
N1/318/04/11	Common Records Found Throughout BEP Offices
N1/318/04/12	Bureau History
N1/318/04/13	Ink Design and Manufacturing
N1/318/04/14	Inventory and Materials
N1/318/04/15	Engineering and Maintenance
N1/318/04/16	Currency Standards
N1/318/04/17	Special Studies and Projects
N1/318/04/18	Postage Stamp and Special Products Printing and Processing
N1/318/04/19	Engraving and Plate Production

N1/318/04/20	Currency Printing and Processing
N1/318/04/21	Public Services
N1/318/04/22	Bureau Policies and Procedures
N1/318/04/23	Official Files of the Director and Senior Bureau Officials
N1/318/04/24	Environment, Safety & Occupational Health Records
N1/318/04/25	Management Control and Accountability
N1/318/05/1	Securities Destruction Verification
N1/318/06/2	Operational Records For Currency Production

Bureau of the Public Debt

Authority

N1-53-03-03	Federal Reserve Banks
N1-53-06-01	Activity Analysis
N1-53-06-02	TreasuryDirect
N1-53-06-03	Franchise
N1-53-06-04	Support
N1-53-06-05	Retail
N1-53-06-06	Summary
N1-53-06-07	Wholesale
N1-53-06-08	GAIS

Financial Crimes Enforcement Network

Authority

NI-559-05-1	FinCEN Comprehensive Records Schedule (<i>covers paper and electronic records</i>)
NI-56-95-3	FinCEN Base Records Schedule (<i>covers paper only; under revision</i>)

Financial Management Service

Authority

N1-425-91-1	FMS Comprehensive Records Schedule
N1-425-02-1	Assistant Commissioner, Agency Services
N1-425-02-2	Assistant Commissioner, Financial Operations – Foreign Claims Files and Closed Court Files
N1-425-03-1	Assistant Commissioner, Debt Management Services, Debt Services Division
N1-425-03-2	Assistant Commissioner, Governmentwide Accounting, Cash Forecasting Division
N1-425-03-4	Assistant Commissioner, Debt Management Services, Business and Agency Liaison Division
N1-425-03-5	Assistant Commissioner, Debt Management Services, Debt Services Division – Mortgage Servicing
N1-425-03-6	Assistant Commissioner, Financial Operations, Credit Accounting Branch, Courtesy Disbursement Records
N1-425-04-1	Assistant Commissioner, Agency Services, Professional Development Division – Learning Management System (LMS)

N1-425-04-2	Assistant Commissioner, Federal Finance, Asset Management Directorate, Program Assistance Division
N1-425-04-3	Assistant Commissioner, Financial Operations, Financial Accounting and Services Division, Surety Bond Branch
N1-425-04-4	Assistant Commissioner, Debt Management Services
N1-425-05-1	Assistant Commissioner, Management (Chief Financial Officer), Administrative Programs Division
N1-425-05-2	Assistant Commissioner, Information Resources, Security Operations Division, Data Access Controls Staff
N1-425-05-3	Assistant Commissioner, Federal Finance, Electronic Funds Transfer Strategy Division
N1-425-05-4	Office of the Commissioner, Office of Legislative and Public Affairs
N1-425-06-1	FMS-Wide: Terminated, Obsolete or Superseded Information System Project Files
N1-425-07-1	FMS-Wide: Files Related To Maintaining The Security of Systems and Data
N1-425-07-2	Assistant Commissioner, Financial Operations, Financial Processing Division, Reclamation Branch Program Files
GRS 18, Item 22/ GRS 20 Items 3a	Background Investigation Case Management
N1-425-03-2, Item 1	CASH-TRACK
N1-425-03-4, Item 8	Debt Management Information System/Treasury Report on Receivables
N1-425-04-1, Item 1 GRS 11, Item 4/ GRS 20, Item 3a	Learning Management System Physical Security System
N1-425-04-3, Item 1	Surety Information Management System IV
N1-425-04-4, Item 7	Treasury Offset Program / Call Tracking System
N1-425-08-1	Debt Management Services

Internal Revenue Services

Records Scheduling Activities are accessible at <http://www.irs.gov/irm/part1/index.html>. Scheduling activities begin at **1.15 Records Management: 1.15.8, Records Control Schedule for Administrative and Organizational Records**, through 1.15.37, *Records Control Schedule for the Economic Stabilization*.

Office of the Comptroller of the Currency

Authority

N1-101-05-1 OCC	Comprehensive Records Retention Schedule (media-neutral)
N1-101-97-1	Foreign Branches, National Bank Surveillance Video Display System (now called FINDRS), Supervisory Monitoring System, and Text Processing System
N1-101-97-2	Corporate Activities Information System (CAIS), Fair Housing Loan Data system (FHHLDS), and Institution Database
N1-101-01-1	Examiner View
N1-101-05-1 OCC	Comprehensive Media Neutral Schedule

N1-101-06-1	Customer Complaint System and Customer Complaint National Call Center System
N1-101-06-2	OCC Retiree Database and OCC Retiree Files
N1-101-06-3	Money Laundering Risk (MLR) System
N1-101-07-1	SIS-PAD Credit Card, SIS-PAD Home Equity, and SIS-PAD Fast Data
N1-101-07-2	Shared National Credit.
N1-101-07-3	Web Operations Records

Office of the Thrift Supervision

Authority

174-130; ITEM 1	Records of the Office of Communications
174-148; ITEM 1	Balancing and Proofing Files
174-148; ITEM 2	Banking Files
174-148; ITEM 3	Disbursement Files
174-148; ITEM 4	Financial Assistance Files
174-148; ITEM 5	Insurance of Accounts Payout Files
174-148; ITEM 6	Journal Files
174-148; ITEM 7	Ledger Account Card Files
174-148; ITEM 8	Mis Report Files
174-148; ITEM 9	Receipts Files
174-148; ITEM 10	Budget Files
174-148; ITEM 11A	Internal Directive Files
174-148; ITEM 11B	Internal Directive Files
174-148; ITEM 12	Management Information System Files
174-148; ITEM 13A	Office Supplies Files
174-148; ITEM 14	Organization Files
174-148; ITEM 15A	Personnel Files
174-148; ITEM 15B	Personnel Files
174-148; ITEM 16A	Training Files
174-148; ITEM 16B	Training Files
174-148; ITEM 17A	Travel Files
174-148; ITEM 17B	Travel Files
174-148; ITEM 18	Asset Liquidation Files
174-148; ITEM 19A	Asset Management Files
174-148; ITEM 19B	Asset Management Files
174-148; ITEM 20A	Audit Files
174-148; ITEM 20B	Audit Files
174-148; ITEM 21	Committee and Task Force Files
174-148; ITEM 22A	Default Prevention Files
174-148; ITEM 22B	Default Prevention Files
174-148; ITEM 23	Insurance of Accounts Payments Files
174-148; ITEM 24	Plans, Reports and Statistics Files
174-148; ITEM 25A	Public Relations Files
195-75-3; ITEM 1	Records of the Office of Communications
195-75-3; ITEM 2	Records of the Office of Communications
195-75-3; ITEM 3	Video and Audio Tapes

195-75-4; ITEM 1E General Correspondence Subject Files
 195-75-4; ITEM 2E Contracts, Leases, Insurance Policies
 195-75-4; ITEM 2F All Remaining Individual Bank Files
 195-75-4; ITEM 5 Certified FHLBank Annual Audit Reports
 195-75-4; ITEM 7 FHLBank Presidents' Conferences
 195-75-4; ITEM 8 Treasury Circular No. 945
 195-75-6; ITEM 2 Investment Division Correspondence
 195-75-6; ITEM 3 Portfolio Reports, Reconciliation Records, Pricing
 195-75-6; ITEM 5 FHLB Consolidated Obligations Issue Files
 195-75-6; ITEM 12 Imprest Fund Files
 195-75-8; ITEM 1 Holding Company Folders-Record Folder
 195-75-8; ITEM 2A Holding Company Reports Folder
 195-75-8; ITEM 2B Holding Company Folders-Annual Reports
 195-75-8; ITEM 3 Examinations Folder
 195-75-8; ITEM 4 Correspondence Folder
 195-75-8; ITEM 5 Acquisitions Folder
 195-75-8; ITEM 6 Application Folder
 195-75-9; ITEM 18 Receivership Files
 195-75-9; ITEM 19 Financial Assistance Files
 195-76-1; ITEM 1 General Subject Correspondence Files
 195-76-1; ITEM 2 Research Subject Files
 195-76-4; ITEM 1A Receivership Files - Sample Of Receivership Files
 195-76-4; ITEM 1B Remainder of Receivership Files
 195-76-4; ITEM 2 Savings and Loan Study Materials Files
 195-77-11; ITEM 3 FSLIC Case Files
 195-77-14; ITEM 1 Litigation Files
 195-77-14; ITEM 2 Financial Assistance Files
 195-77-14; ITEM 3 Receivership Files
 195-77-15; ITEM 3 Annotated Manual of Statutes & Regulations (FHLBB)
 195-77-15; ITEM 4 Annotated Manual Record File
 195-77-17; ITEM 1 Savings And Loan Association Files
 195-77-18; ITEM 1 Legislative History Files (1932-Date)
 195-77-18; ITEM 2 Legislative Proposal Files
 195-77-21; ITEM 1 Copy Centers Log Books
 195-77-21; ITEM 2 Copy Center Machine Logs
 195-77-21; ITEM 3 Print Shop Log Books
 195-77-23; ITEM 1 Records of the Office of Communications
 195-77-23; ITEM 2 Records of the Office of Communications
 195-77-23; ITEM 3 Records of the Office of Communications
 195-77-23; ITEM 4 Completed Mic Projects
 195-77-23; ITEM 5 Video and Audio Tape File
 195-77-23; ITEM 6 Photo File For Journal
 195-77-25; ITEM 2 Office of Economic Research-Research Case Files
 195-77-25; ITEM 3 Agency For International Development
 195-77-25; ITEM 4 Foreign Housing and Economic Files
 195-77-25; ITEM 5 Credit And Investment Committee
 195-77-25; ITEM 6A Microfilmed Records - Publications

195-77-25; ITEM 6B Microfilmed Records-Publication Files
 195-77-26; ITEM 1 FHLBB Policy And History Files
 195-77-26; ITEM 3 FHLBanks Imprest Fund Files
 195-77-27; ITEM 1 Governmental Agencies File
 195-77-27; ITEM 2 FHL Bank Files
 195-77-27; ITEM 3 Savings and Loan League Files
 195-77-27; ITEM 4 Trip Files
 195-77-27; ITEM 5 Bank Board Progress Reports
 195-77-27; ITEM 6 Assistant To The Board Files-Subject Files
 195-77-27; ITEM 7 FSLAC-Subject Files
 195-77-27; ITEM 8 FSLAC - Meeting Files
 195-77-27; ITEM 9 Resolution Files-FSLAC and FHLMC
 195-77-27; ITEM 10 Chairman's Subject File
 195-77-28; ITEM 1 Special Projects Files
 195-77-28; ITEM 2 New Building Program Files
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 195-77-28; ITEM 3 New Building Subject Files
 195-77-29; ITEM 1 Management Studies and Projects
 195-77-29; ITEM 25 Financial Audit Reports
 195-77-30; ITEM 10 Budget Submission-Congress FHLBB Justifications
 195-77-30; ITEM 15 Travel Reports (To GSA)
 195-77-30; ITEM 27 Cancelled Checks For Secondary Reserve Payback
 195-77-30; ITEM 32 Paid Examination Bills
 195-77-31; ITEM 1 New Building Activities Report, Monthly
 195-77-31; ITEM 2 Administration Division Monthly Progress Report
 195-77-31; ITEM 3 General Subject Correspondence Files
 195-77-32; ITEM 1 Minute Exhibits (1933-1967)
 195-77-7; ITEM 3 Program Subject Files
 195-78-1; ITEM 1 Assets Purchased Files
 195-78-1; ITEM 2A Contribution and Loan Files
 195-78-1; ITEM 2B Contribution and Loan Files - Reports
 195-78-1; ITEM 3A Payment of Insurance Files-Share Register
 195-78-1; ITEM 3B Payment of Insurance Files-All Other Material
 195-78-2; ITEM 1 Precedence Subject Files
 195-78-5; ITEM 1 Records of Office of Examinations & Supervision
 195-79-1; ITEM 1A Federal Charters 1932-1977
 195-79-1; ITEM 1B Federal Charters-1978-Forward
 195-79-1; ITEM 1C Micro Jackets of Federal Charters-1932 Forward
 195-79-1; ITEM 1D State Charters 1932-1977
 195-79-1; ITEM 1F Micro Jackets of State Charters-1932 Forward
 195-79-1; ITEM 2A1 Correspondence Folder-1932-1974
 195-79-1; ITEM 2A2 Correspondence Folders 1934-1974
 195-79-1; ITEM 2B1 Correspondence Folder (1975 - Forward)
 195-79-1; ITEM 2B2 Correspondence Folder (1975 Forward)
 195-79-1; ITEM 3A1 Application Folder- Branch Office Appl. 1932-1977
 195-79-1; ITEM 3A2 Correspondence Folder
 195-79-1; ITEM 3B1 Application Folder-1978 Forward

195-79-1; ITEM 4A1 Examination Folder - 1932-1973
 195-79-1; ITEM 4B2 Examination Folder-1974 Forward
 195-79-1; ITEM 6A Securities and Exchange Act Folder - 1969-1975
 195-79-1; ITEM 6B Securities and Exchange Act Folder-1976 & Forward
 195-79-1; ITEM 7A Board Agenda Files-1932-1974
 195-79-1; ITEM 7B1 Board Agenda Files-1975 Forward
 195-79-1; ITEM 7B2 Board Agenda Files - 1975 Forward
 195-79-1; ITEM 8A Minutes Exhibits - Hardcopy
 195-79-1; ITEM 8B Minute Exhibits - Microfilm
 195-79-1; ITEM 9A Minute Books of the FHLBB-1932-1975
 195-79-1; ITEM 9B1 Minutes Books of the FHLBB-1976 Forward
 195-79-1; ITEM 9B2 Minute Books of the FHLBB - 1976 Forward
 195-79-1; ITEM 10A Index To Minute Books - Hardcopy
 195-79-1; ITEM 10B Index To Minute Books - Microfilm
 195-79-1; ITEM 11A Chairman's Orders - Hardcopy
 195-79-1; ITEM 11B Chairman's Orders - Microfilm
 195-80-2; ITEM 1 Time and Attendance Reports
 195-80-3; ITEM 1 Government Stock Subscription Files
 195-90-1; ITEM 1A Correspondence Folder - 1932-1974
 195-90-1; ITEM 2A1 Examination Folder - 1932-1973
 195-90-1; ITEM 2A2 Examination Folder
 195-91-1; ITEM 1A Board Meeting Tapes - 1977-1986
 195-91-1; ITEM 1B Board Meeting Tapes - 1987-1989
 195-95-1; ITEM 1A FHLBB Chairman's Office - Correspondence Files
 195-95-1; ITEM 1B FHLBB Chairman - Subj.,Case, Corresp.Files
 483-91-1; ITEM 1 Commercial Tenants/Office Space Files
 483-91-1; ITEM 2 Deputy Director's Inter-Agency Operational Files
 483-91-1; ITEM 3 Deputy Director's Inter-Agency Subject Files
 483-91-2; ITEM 4 Pre-8/1989 Inactive Thrift Files-Regional Schedule
 483-91-3; ITEM 2 Manpower Distribution Reports
 483-91-4; ITEM 1 Building Construction and Renovation Files
 483-91-4; ITEM 2 Utility Consumption Files
 483-91-4; ITEM 3 Building Maintenance And Admin. Subject Files
 483-92-1; ITEM 1 Workman's Compensation Files
 483-92-1; ITEM 3 Health And Wellness Program
 483-92-1; ITEM 4 Merit Increase, Bonus And Incentive Awards Program
 483-92-1; ITEM 5 Congressional Response
 483-92-1; ITEM 7 Employee Locator
 483-92-2; ITEM 1 Division Subject Files
 483-92-2; ITEM 4 Correspondence Manual
 483-92-3; ITEM 1 Minority Affairs-Correspondence Files
 483-92-3; ITEM 2 Minority Affairs-Exhibits For OTS Programs
 483-92-3; ITEM 3 Program Announcements
 483-92-3; ITEM 4 Minority Affairs-Contracts Questionnaire
 483-92-4; ITEM 1 Outgoing Correspondence Files
 483-92-4; ITEM 2 Subject File
 483-92-4; ITEM 3 Transitional Files

483-92-7; ITEM 1 Controller's Division Progress Reports
 483-92-7; ITEM 4 Certifying Officers Files
 483-92-7; ITEM 7 Accounting Transmittal Forms
 483-92-7; ITEM 8 Accounting Master Reports
 483-92-7; ITEM 9 Payroll Procedures Files
 483-92-8; ITEM 1 Consumer Complaint Tracking Database-Electronic
 483-92-8; ITEM 3 Consumer Complaints System Output Reports
 483-92-9; ITEM 1 Asst. Director's & Deputy Directors' Subject Files
 483-92-9; ITEM 2 Policies And Procedures
 483-92-9; ITEM 3 DP/Mis Budget Planning Files
 483-92-9; ITEM 4 Mis Committee Files
 483-92-9; ITEM 5 DP Security Program Files
 483-92-9; ITEM 6 Disaster Recovery Plan
 483-92-9; ITEM 7 Five Year DP Plan
 483-92-9; ITEM 9 Service/Trouble and Operators Logs
 483-93-1; ITEM 3A Board Resolutions and Minute Files-FHLBB
 483-93-1; ITEM 3B Board Resolutions/Minute Files of FHLBB-Exhibits
 483-93-1; ITEM 3C Board Resolutions/Minute Files of FHLBB-Index
 483-93-1; ITEM 4 Chairman's Orders
 483-93-1; ITEM 5 Board Agenda Files
 483-93-1; ITEM 6A Thrift Institution Files-1933-1985 Records
 483-93-1; ITEM 7 Thrift Institution Files-Closed Prior To Aug. 1989
 483-93-1; ITEM 9 Service Corporation Files
 483-93-1; ITEM 10A Holding Company Files and Reports
 483-93-1; ITEM 10C Holding Company Files and Reports
 483-93-1; ITEM 11A Certificate Files
 483-93-3; ITEM 1 Non-Congressional Controlled Correspondence
 483-93-3; ITEM 2 FHLBB/OTS Congressional Correspondence
 483-93-3; ITEM 4 Congressional Requests For Documents
 483-93-3; ITEM 5 Congressional Hearings & Testimony Files
 483-93-3; ITEM 6 Department of Treasury Correspondence
 483-93-3; ITEM 8 Signature File For the Director External Affairs
 483-93-3; ITEM 10 Director's Reference Correspondence (FYI) File
 483-93-4; ITEM 1 Correspondence Files-Public Affairs
 483-93-6; ITEM 1 Signature Files For Regional Operations
 483-93-6; ITEM 2 Subject Files - Dep. Director Regional Operations
 483-93-6; ITEM 4 Quality Assurance Program Files
 483-93-6; ITEM 5 Quality Assurance Handbook
 483-93-6; ITEM 6 IG Audit Investigation Files
 483-93-6; ITEM 7 GAO Records
 483-93-6; ITEM 8 Managing Director/ORR Files
 483-93-6; ITEM 9 1988 FSLIC Deals
 483-93-6; ITEM 10 Regional Managers Group Meetings
 483-93-7; ITEM 1 Weekly Significant Activities
 483-93-7; ITEM 2 Washington Operations Subject Files
 483-93-8; ITEM 1A Regulatory and Supervisory Subject Files
 483-93-8; ITEM 1C Regulatory and Supervisory Subject Files-Background

483-93-8; ITEM 2 Home Owners Loan Corporation Case Files
 483-93-8; ITEM 3 Delay Memorandums & Resolution Trust Corp. Calendar
 483-93-8; ITEM 4 Accelerated Resolution Program Case Files
 483-93-8; ITEM 5 Special Supervision Working Group Case Files
 483-93-8; ITEM 6A1 Publications - FHLLB Records
 483-93-8; ITEM 6B Publications-Supporting Background/Work. Papers
 483-93-8; ITEM 7A Handbooks
 483-93-8; ITEM 7B1 Handbooks - FHLBB Records
 483-93-8; ITEM 7C Handbooks-Working Papers & Background Information
 483-93-8; ITEM 8B FFIEC Subcommittee Records-Working Papers/Subject
 483-93-8; ITEM 9 OTS Case Transfer Committee Minutes
 483-93-8; ITEM 10 The Financing Corporation (FICO) Minutes & Reports
 483-93-9; ITEM 1A1 Policy-Program/Project/Subject Files-FHLBB
 483-93-9; ITEM 1B Policy Program/Project/Subject Files-Supporting
 483-93-9; ITEM 2 Assistant Director's (Ad) Subject Files
 483-93-9; ITEM 3A Regulatory Handbooks-Complete Record Set
 483-93-9; ITEM 3C Regulatory Handbooks-Working Papers & Background
 483-93-9; ITEM 5A1 Publications - FHLBB Records
 483-93-9; ITEM 5B Publications-Supporting Background/Working Papers
 483-93-9; ITEM 6A Policy Bulletins - Record Set
 483-93-9; ITEM 6B Policy Bulletins - Working Papers
 483-93-9; ITEM 6C1 Policy Bulletins-Rescinded Bulletins
 483-93-9; ITEM 7 Chron Files (Policy)
 483-93-9; ITEM 8 Holding Company Course Files
 483-93-9; ITEM 9 OES/ORPOS Transition Records
 483-93-11; ITEM 1 Inter-Agency Meetings/Committee Files
 483-93-12; ITEM 1 Holding Company Universe Database
 483-93-12; ITEM 2B Holding Co.-System Activity/Ad Hoc Reports
 483-93-13; ITEM 1 Regulatory Plan and PDs Activity Reports
 483-93-13; ITEM 2 REGULATORY PLAN-1992 To Present
 483-93-13; ITEM 3 PDS DATA - 1990 To Present
 483-93-14; ITEM 1 CIIS Database Master File
 483-93-14; ITEM 2 CIIS Output Reports
 483-93-15; ITEM 1 Regulatory Action Data System
 483-93-16; ITEM 1 Universe System Master File
 483-93-16; ITEM 3 Universe Transaction Files
 483-93-17; ITEM 1 FHLBB/OTS NATs Master Files
 483-93-17; ITEM 2 NATS Output Reports
 483-93-18; ITEM 2 Gets Boss Data Files
 483-93-18; ITEM 3 Branch Office Survey System Master File
 483-93-18; ITEM 4 Boss Summary Reports
 483-93-19; ITEM 1 Qualified Thrift Lender (Qtl) Test System Data
 483-93-21; ITEM 1A Correspondence Tracking Data Base - Non-Congressional
 Correspondence
 483-93-21; ITEM 1B Correspondence Tracking Data Base – Congressional
 Correspondence
 483-93-22; ITEM 1 HMDA-Loan Application Registers

483-93-22; ITEM 2 Gets HMDA Data File
 483-93-22; ITEM 3 HMDA Data Base Master File
 483-93-22; ITEM 4 HMDA Comment Sheets
 483-93-23; ITEM 1 Case Marketing Files
 483-93-24; ITEM 1 Gets Thrift Data File
 483-93-24; ITEM 2 Thrift Monthly & Quarterly Reports
 483-93-24; ITEM 3A Thrift Time Series Data - Pre-1993
 483-93-24; ITEM 4A TFR Forms/Instructions/Other Documentation
 483-93-24; ITEM 5 Thrift Edit Comment Sheets/Rpts/Correspondence
 483-93-24; ITEM 6 Financial Viability Monitoring System - UTPR
 483-93-24; ITEM 7 National Financial Monitoring Reports
 483-93-26; ITEM 1 Examination Data System Database
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 483-93-26; ITEM 2 Report of Examination
 483-94-1; ITEM 1 Gets MCOF Data File
 483-94-1; ITEM 2 New Monthly Cost of Funds Database
 483-94-1; ITEM 3 MCOF Documentation of Edit Process
 483-94-1; ITEM 4 Quarterly and Semi-Annual Cost of Funds
 483-95-1; ITEM 1A Public Legislative History Files-Prior To 1988
 483-95-1; ITEM 2 Historical Files
 483-95-1; ITEM 3 Kaplan Smith Thrift Industry Report
 483-95-1; ITEM 4 FHLBB and OTS Publications
 483-95-1; ITEM 5A FHLBB and OTS Thrift Publications-FHLBB 1947-1989
 483-96-1; ITEM 1 Boss Report Comment Sheets
 483-97-1; ITEM 1 FSLIC Financial Assistance Files - 1979-1989
 483-97-1; ITEM 2 FSLIC Asset Liquidation Files - 1979-1989
 483-97-1; ITEM 3 FSLIC Default Prevention Files - 1979-1989
 483-98-1; ITEM 1B Chief Counsel's Correspondence-E-Mail & WP
 483-98-1; ITEM 2B Legislative History And Legislative Reference File
 483-98-1; ITEM 3B Regulatory Reference Files - E-Mail & WP
 483-98-1; ITEM 4A(2) Significant Litigation Case Files-E-Mail & WP
 483-98-1; ITEM 4B(2) Non-Significant Litigation Case Files-E-Mail & WP
 483-98-1; ITEM 4C(2) Request For Documents - E-Mail & WP
 483-98-1; ITEM 5A(2) Significant Enforcement Investg/Litiga. Files
 483-98-1; ITEM 5B(2) Non-Significant Enforcement Investg./Litig. Files
 483-98-1; ITEM 5C(2) Enforcement Association Files - E-Mail & WP
 483-98-1; ITEM 5D(2) Enforcement Review Committee Files-E-Mail & WP
 483-98-1; ITEM 6B Regional Orders - E-Mail & WP
 483-98-1; ITEM 7B Thrift Institution Files - E-Mail & WP
 483-98-1; ITEM 8 Conservatorship And Receivership Files
 483-98-1; ITEM 9B Non-Thrift Related Opinions, Policy And Memos
 483-98-1; ITEM 10A(1) Ethics Program Inter-Agency Files
 483-98-1; ITEM 10A(2) Ethics Program Inter-Agency Files-E-Mail & WP
 483-98-1; ITEM 10B(1) Ethics-Related Opinion Files
 483-98-1; ITEM 10B(2) Ethics-Related Opinion Files
 483-98-1; ITEM 10C(2) Ethics Policy And Procedures Files-E-Mail & WP
 483-98-1; ITEM 11B Non-Thrift Case Files - E-Mail & WP

483-98-1; ITEM 12B Legal Subject Files - E-Mail & WP
 483-98-1; ITEM 13B Division Signature Files - E-Mail & WP
 483-98-1; ITEM 14B Chief Counsel Policy And Procedures-E-Mail & WP
 483-98-1; ITEM 15B Agency Reports - Electronic Data
 483-98-1; ITEM 16B Status Reports and Staff Meeting Files-E-Mail & WP
 483-98-1; ITEM 17A FSLIC Case Files
 483-98-1; ITEM 17B FSLIC Closing Books
 483-98-1; ITEM 17C FSLIC Insurance Appeals/Hudspeth Claims
 483-98-1; ITEM 17D FSLIC Division Chron Files
 483-98-1; ITEM 18A Chief Counsel Management Information System
 483-98-1; ITEM 18B Chief Counsel Management Information System-Report
 483-98-1; ITEM 19A(2) Adjudicatory Files-E-Mail & WP
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 483-98-1; ITEM 19B(2) Adjudicatory Master List-E-Mail & WP Document
 483-04-1; ITEM 1A Corporate Structure Files-Prior 5 Years of Records
 483-04-1; ITEM 1B Corporate Structure - Remaining Inactive Records
 483-04-1; ITEM 2 Active Thrift, Hc, And It Servicer Exam WP
 483-04-1; ITEM 3 Inactive Thrift or HC Exam Working Papers
 483-04-1; ITEM 4 Inactive It Servicer Exam Working Papers
 483-04-1; ITEM 5A Electronic Mail and Word Processing-Copies
 483-04-1; ITEM 5B Electronic Mail and Word Processing-Copies
 483-06-1; ITEM 1A Y2K - Policy and Planning Records
 483-06-1; ITEM 1B Y2K - Policy and Planning Records
 483-06-1; ITEM 2 Y2K - Administrative Records
 483-06-1; ITEM 3A Y2K - System Implementation Records
 483-06-1; ITEM 3B Y2K - System Implementation Records
 483-06-1; ITEM 4 Y2K - Testimonies
 483-06-2; ITEM 1 Holding Company Files
 483-06-2; ITEM 2 Director's Decisional Packages
 483-06-2; ITEM 3 Director's Orders
 483-06-2; ITEM 4 Thrift Institution Files-Corporate Schedule
 483-06-2; ITEM 5 Comment Letters
 483-06-2; ITEM 6 Holding Company Files & Reports-Applications
 483-06-3; ITEM 1 Consumer Complaints
 483-06-3; ITEM 2 Certificates of OTS Charter
 483-07-1; ITEM 1 OTS Budget
 483-07-1; ITEM 2 Bureau Organizational Charts/Manuals
 483-07-1; ITEM 3 Directives Manual Files
 483-07-1; ITEM 4 Delegations of Authority
 483-07-1; ITEM 5 Schedules of Daily Activities
 483-07-1; ITEM 6 Congressional Controlled Correspondence Files
 483-07-1; ITEM 7 OTS Director's Correspondence Files
 483-07-1; ITEM 8 Senior Staff Meeting Minutes
 483-07-1; ITEM 9 Director's Speech Files
 483-07-1; ITEM 10 Biographical Files
 483-07-1; ITEM 11 Press Releases
 483-07-1; ITEM 12 Fact Sheets

483-07-1; ITEM 13 Regulatory Policy Files
 483-07-1; ITEM 14 Asst. Dir/Reg Coordinators' Workpapers Case Files
 483-07-1; ITEM 15 Ffiec Subcommittee Records
 483-07-1; ITEM 16 Exam, Sup. & Cp/Project/Subject Files-OTS Records
 483-07-1; ITEM 17B Regulatory Handbooks-OTS Records
 483-07-1; ITEM 18 Committee Files
 483-07-1; ITEM 19 Publications - OTS Records
 483-07-1; ITEM 20C Policy Bulletins-OTS Records
 483-07-1; ITEM 21 Director's Subject Files
 483-07-1; ITEM 22 Assistants' Subject Files
 483-07-1; ITEM 23 Assistant's Case Files
 483-07-1; ITEM 24 Holding Company Universe System - Master Reports
 483-07-1; ITEM 25 Universe System - Master Reports
 483-07-1; ITEM 26 Thrift Time Series Data-Rpt. Forms, Instr. & Doc.
 483-07-1; ITEM 27 Public Legislative History Files-1988 And Cont.
 483-07-1; ITEM 28 Chief Counsel's Correspondence
 483-07-1; ITEM 29 Legislative History And Legislative Reference File
 483-07-1; ITEM 30 Regulatory Reference Files
 483-07-1; ITEM 31 Litigation Files - Significant Case Files
 483-07-1; ITEM 32A Enforcement Files - Significant Case Files
 483-07-1; ITEM 32B Enforcement Association Files
 483-07-1; ITEM 32C Enforcement Review Committee Files
 483-07-1; ITEM 33 Enforcement Orders
 483-07-1; ITEM 34 Ethics Policy and Procedures Files
 483-07-1; ITEM 35 Chief Counsel Policy And Procedures
 483-07-1; ITEM 36A Adjudicatory Files-Administrative Hearings
 483-07-1; ITEM 36B Adjudicatory Files - Master List
 483-07-2; ITEM 1 Litigation Files - Non-Significant Case Files
 483-07-2; ITEM 2 Litigation-Non-Significant - Request For Documents
 483-07-2; ITEM 3 Enforcement Files-Non-Significant (Investigations)
 483-07-2; ITEM 4 Thrift Institution Files
 483-07-2; ITEM 5 Non-Thrift Related Opinions, Policy and Memos
 483-07-2; ITEM 6 Non-Thrift Case Files
 483-07-2; ITEM 7 Legal Subject Files
 483-07-2; ITEM 8 Division Signature Files
 483-07-2; ITEM 9 Agency Reports
 483-07-2; ITEM 10 Status Reports and Staff Meeting Files
 483-07-3; ITEM 1 Budget Variance Reports
 483-07-3; ITEM 2 GAO Audit Files
 483-07-3; ITEM 3 Financial Operations Correspondence Files
 483-07-3; ITEM 4 Fin. Op's Division Policy and Procedures Manual
 483-07-3; ITEM 5 U.S. Standard General Ledger
 483-07-3; ITEM 6A Fin. Plan. Anal. Subj/Proj/Prog Files-Work. Papers
 483-07-3; ITEM 6B Fin. Plan. Anal. Subj/Proj/Prog. Files-Sup.Bckgrnd

U.S. Mint
Authority

N1-104-79-1	Administrative and Program
N1-104-80-01	Numismatic Order Process Records
N1-104-80-02	Administrative & Program
N1-104-81-1	Labor Distribution Worksheet and Recap Sheet
N1-104-85-01	Records of Philadelphia Mint
N1-104-90-1	Administrative Services
N1-104-91-1	Mint Activities
N1-104-94-1	Architectural & Engineering Drawings/Mint/Denver
N1-104-95-1	Ledgers, Press Copy Book & Other Bound Volumes (1887-1971) and Old Mint Interior & Exterior Restoration Files (1973-1978)
N1-104-96-1	Annual Reports-7/1/1997
N1-104-97-01	Numismatic Advertising and Promotional Records
N1-104-99-01	Audit Records
N1-104-99-02	Financial Planning & Analysis Records
N1-104-99-03	Safety and Health Records
N1-104-00-01	Coin, Medal & Other Mint Product Records
N1-104-00-04	Building & Equipment Records
N1-104-03-01	Security - Police Force Records
N1-104-03-02	Financial Management
N1-104-03-04	Security/Internal Review
N1-104-03-05	Procurement and Contracting
N1-104-03-06	Safety and Health
N1-104-03-07	Electronic Information Systems
N1-104-03-08	Human Resources
N1-104-03-09	Electronic Information Systems
N1-104-03-11	Electronic Information Systems
N1-104-03-12	Electronic Information Systems
N1-104-03-13	Electronic Information Systems
N1-104-05-02	Senior Official Daily Activities
N1-104-05-3	Y2K Records
N1-104-06-01	Litigation Files